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Additional Manuals

2005-2006 Nevada High School Proficiency Examination in Writing Test Coordinator's Manual

2005-2006 Nevada High School Proficiency Examination in Writing Administration Manual

General Information

According to Nevada Revised Statutes (NRS 389.550) and the Nevada Administrative Code (NAC 389), all students in public, including charter schools who expect to earn a standard high school diploma must pass the *High School Proficiency Examination (HSPE) in Writing*. This requirement applies to all students including those who are of limited English proficiency or are in special education programs. Additional information regarding testing requirements for high school graduation is described in NAC 389.011—389.655.

High School Proficiency Examination in Writing: Students will write responses to two topics, one usually narrative or descriptive and one usually persuasive or expository. Papers are evaluated based on a scoring guide that reflects the 1998 Nevada State Content Standards. Four trained Nevada educators read each paper, two per topic for ideas and content, organization, voice, sentence structure, word choice, and conventions, and each assigns a holistic score to the paper. The two scores for each topic are added together. The total score for the first topic and the total score for the second topic are averaged to obtain the final writing score.

SCORE RANGES FOR HSPE WRITING			
Non-Proficient		Proficient	
Emergent/Developing	Approaches Standard	Meets Standard	Exceeds Standard
0-3.5	4.0-6.5	7.0-9.5	10.0-12.0

Score Needed to Pass: 7

More detailed information on the *High School Proficiency Examinations in Reading, Mathematics, and Writing* can be found in the *High School Proficiency Review Guide* under State Assessments on the Nevada Department of Education's website (www.doe.nv.gov).

Testing Schedules and Times

Testing periods for the *HSPE in Writing* at grades 11 and above are prescribed in state regulations (NAC 389). The Nevada Department of Education establishes the specific dates for administration of the writing test at grades 11 and above during each prescribed testing period. The HSPE testing calendar for 2005-2006 can be found in the Introduction and Overview section of this manual, and a separate listing of writing administration dates can be found on page 5 of this section. The first test administration for juniors is scheduled for November 2, 2005. Seniors who have not yet passed the test have four opportunities to take and pass the test before graduation with another opportunity in the summer.

The writing examination **must always be given on Wednesday** of the test week. Writing examinations at grades 11 and 12 must be administered to all students in the district at the same time of day. Any other testing schedule is not authorized. If necessary, the district test director must contact the Nevada Department of Education Writing Assessment Consultant at least one month prior to the scheduled test administration to determine whether an alternate schedule is possible and an alternate prompt necessary.

Adult education students must also take the writing test on the prescribed Wednesday of the testing week. These students must use an alternate prompt. Any other scheduling is not authorized, and requests for alternate schedules must be received by the Writing Assessment Consultant no later than one month prior to the scheduled test administration.

To reduce the opportunity for one student to assist another, schedules developed at the district and school levels for testing must mandate that all students taking the writing tests take them at the same time. Additional information about appropriate testing environments can be found in the *2005-2006 Nevada High School Proficiency Examination in Writing Test Coordinator's Manual*.

Time Required for Testing

Schedules developed for testing at the school level must take into account the following:

- Additional time in a test-conducive setting **must** be allowed for any student who is working productively at the end of the district-prescribed times.
- Approximately 10-15 minutes for instructions for the test.
- Approximately 120 minutes for both topics on the writing test.

For more information on procedures that must be included in scheduling, especially procedures for students who need additional time, refer to the Test Security section of this document under “Administration of Examinations.”

Who Tests

All students in public, including charter schools, including LEP students and those with disabilities, must take the tests required by the Nevada Proficiency Examination Program. It is the responsibility of the school and school district to notify both students and parents of the requirements that a student must meet to earn a standard high school diploma.

Answer documents for *High School Proficiency Tests in Writing* have been redesigned for the 2005-2006 school year. All unused answer documents from previous years can no longer be scored and must be destroyed. Seniors and adults will use a tangerine-colored answer document while juniors will use a cherry-colored answer document.

Because participation rates for students are considered in figuring AYP, **public schools, including charter schools, must submit an answer document for every student enrolled in grade 11 for the November administration of the HSPE in writing** whether that student actually tests or not. If an 11th grade student new to Nevada enrolls in the school after the November administration of the *HSPE in Writing*, the school must submit an answer document for that student during the March administration of the test whether the student actually tests or not. In test administrations that are designed to allow 12th grade students and adults an additional opportunity to pass a required HSPE test, only answer documents for those students who test must be submitted. It is not necessary to submit answer documents for reclassified juniors who passed the HSPE in Writing during the previous year.

In all test administrations, the information on the demographic page for each answer document must be filled in completely and accurately. Detailed instructions for completing the demographic information can be found in the *2005-2006 Nevada High School Proficiency Examination in Writing Test Coordinator's Manual*.

Additional information on testing IEP, 504, and LEP students can be found in the Students with Special Needs section of this document.

Student Eligibility

The State Board of Education has adopted regulations defining a student's eligibility to take these examinations. District test directors and school district personnel involved with the test administration must be aware of these provisions and must implement them within their districts. Penalties for the unauthorized disclosure of HSPE content, through administration to ineligible students, will be imposed. The following table outlines student eligibility and testing dates for the 2005-2006 High School Proficiency Examination in Writing.

Administration of Nevada High School Proficiency Examinations to students NOT eligible to take them constitutes an unauthorized disclosure of test content and is specifically prohibited by state law. (NRS 389.015)

High School Proficiency Examination in Writing for School-Year 2005-2006

Grade Level	Eligibility Requirement	Required Tests	When Administered
11	At least 11 completed units of credit	Writing	November 2, 2005 March 29, 2006
12 ¹	At least 17 completed units of credit	Writing	November 2, 2005 February 8, 2006 March 29, 2006 May 17, 2006 July 12, 2006
Adult	Students who have enrolled in an adult high school diploma program	Writing	November 2, 2005 February 8, 2006 March 29, 2006 May 17, 2006 July 12, 2006

¹A student who has not yet earned the required number of credits during the junior year to qualify as a senior, and who begins the senior year credit-deficient but who has an academic plan which projects that he/she will graduate from high school within 2 semesters and by his/her regularly scheduled graduation date may submit a written request to the district superintendent to take the exams under the 12th grade schedule.

Procedures for Administering High School Proficiency Examinations

Specific instructions for administering the *High School Proficiency Examination in Writing* are included in the *Nevada High School Proficiency Examination in Writing Administration Manual 2005-2006* and must be followed exactly. This manual has been revised, and all old administration manuals for the *HSPE in Writing* must be destroyed.

Need for Remedial Study

Students who do not pass the *HSPE in Writing* have multiple opportunities to pass the test (see the Test Calendar in the Introduction and Overview Section of this manual). NRS 389.015 states: “If a pupil fails to pass the proficiency examination administered before the completion of grade 11, he must not be graduated until he is able, through remedial study, to pass the proficiency examination.” State law requires that remediation must begin after the student has failed a test for the second time. Regulations also require that an individual who needs to take one or more examinations as an adult must furnish the district or state institution administering the examination evidence of completion of appropriate remedial study. This remedial study must have been completed since last attempting the examination.

Ordering Test Materials

High School Proficiency Test in Writing: No later than one month prior to each scheduled test administration, district test directors and private school principals will receive an order form from the Nevada Department of Education, Office of Assessment, Program Accountability, and Curriculum, for regular topics, alternate topics, answer documents, and test administration manuals. These order forms must be completed and returned by the date indicated on the order form.

NOTE: Test administration manuals are revised annually, and new ones must be ordered each year with other testing materials. These testing materials will then be shipped to each district no later than 10 working days prior to the date of the test. If the district or school does not receive the order form within the specified time frame, the test director must contact the Nevada Department of Education at 775-687-9213 to make arrangements for receipt of testing materials. If orders are not received within this time frame, it may not be possible to provide the necessary testing materials for that test administration.

Districts should check all testing materials when they receive them. Waiting until the day of the test to open the materials does not allow time to correct possible shipping errors.

The Nevada Department of Education will continue to be the only source for writing assessment materials for all grades tested. 775-687-9213

Return of Test Materials

Instructions for returning test documents to the **Department of Education** for the writing test are extremely important as they also assist in making certain that scoring is accomplished in a timely manner and all students are included in the results returned to the district by the Department of Education. It is also important to note that the demographic section of the answer document identifies the **student as well as the district and school to which reports are to be sent.**

Specific instructions for the return of the answer documents to the Department of Education can be found in the *2005-2006 Nevada High School Proficiency Examination in Writing Test Coordinator's Manual*. Following these instructions is of utmost importance to guarantee that scores are returned in an accurate and timely manner. It is also necessary that all student demographic information be completed accurately so that scores can be accurately disaggregated for schools and for districts.